

# OKLAHOMA CITY AREA INTER-TRIBAL HEALTH BOARD

## JOB VACANCY ANNOUNCEMENT

**Position:** Finance Manager  
**Location:** Oklahoma City, OK  
**Status:** Full-Time/Full Benefits

**Department:** Finance  
**Reports To:** Executive Director

**Opening Date:** November 15, 2010  
**Closing Date:** November 30, 5:00 p.m.

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**Job Duties:** Under the general direction of the Oklahoma City Area Inter-Tribal Health Board (OCAITHB) Executive Director. Provides overall direction to the finance department and supervises the finance employees. Plans, initiates, organizes and direct all accounting and financial operations for the OCAITHB. Prepares financial plans for future growth; development, administration and monitor program budgets, grants and contracts; prepares financial reports including monthly/quarterly reports to the board, executive director, and federal agencies for grants; maintains banking relationships and agreements; analyzes and reconciles expenditure, revenue and banking accounts; monitors assets and liabilities and makes recommendations to the executive director and board members to maintain acceptable fund balance; monitors cash flow and financial resources and makes recommendations to the executive director; schedules and monitors annual financial audits; reviews and implement finance policies and procedures; keeps abreast on regulations regarding nonprofit accounting, payroll, and federal/state grant requirements; consults with staff regarding program expenditures; initiates personnel and administrative action concerning staff, development and training; reviews entries made by employees for proper coding and maintenance of accounting procedures; and other duties as required.

**Knowledge:** Must be able to apply and complete mathematical computations as related to accounting, finance and procurement. Ability to demonstrate professional knowledge of CPA accounting principles; and conduct financial analysis on program budgets. Must be have knowledge of accounting software and demonstrate grant or program management.

**Skills:** Demonstrate knowledge and mathematical skills to complete complex mathematical computations. Must have and able to demonstrate excellent oral and written communication skills; organizational skills with high levels of attention to detail, presentation skills; decision making and time management skills; excellent problem solving skills; leadership and team building skills; ability to prioritize multiple projects; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with the public; maintain confidentiality; and computer skills and knowledge of technical and applicable software programs are required.

**Experience:** The ideal candidate will have a Bachelor of Science in Accounting or related field with 3-5 years comprehensive accounting experience including specialized experience in Accounting or Procurement with experience in federal and state contracts, grants, contract accounting and nonprofit accounting; experience with computerized funds accounting systems and QuickBooks is required. Minimum two years of experience in project supervision and administration. Experience with tribal organizations and/or not-for-profit agency is desirable. Certified Public Accountant preferred, but will also accept candidates with certification as a Certified Government Financial Manager or Certified Internal Auditor.

**Competencies:** Teamwork; effective communication; planning and organizing work; broad based analytical thinking; quality minded; initiative; and problem solving.

**Supervisory Authority:** Exercises supervisory responsibilities in accordance with OCAITHB's policies and laws. Responsibilities include interviewing, recommending, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Reports to the OCAITHB Executive Director.

**Travel:** Travel may be required in the fulfillment of job requirements and training.

**Equal Employment:** Except for Indian Preference, consideration will be made without regard to any non-merit factors such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, membership or non-membership in any employee organization.

**Reasonable Accommodations:** Reasonable accommodations will be made for qualified applicants or employees with disabilities, except when so doing would impose an undue hardship on the Oklahoma City Area Inter-Tribal Health Board.

**Conditions of Employment:** 1. Certified Public Accountant (CPA) preferred; must obtain and maintain a CPA license within 1 year of employment; 2. Applicants must possess and maintain a current State Driver's License; 3. Climbing, walking, standing, bending, and occasionally long hours.

### **Evaluation Methods – Knowledge Skills Ability (KSA)**

An evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the highly qualified applicants among the basically qualified eligible's. Measurement of possessions of the KSA's will be accomplished through review of the OCAITHB Application, KSA Narrative Statement, employment interviews and reference check results. You are highly encouraged to substantiate your responses to the following assessment and questions when completing your application. Failure to substantiate your responses, exaggeration of your qualifications, or misrepresentation of your experience may result in a lower rating and consequently your chances of being considered for selection.

Provide written narrative statements for each of the following KSA's sections:

1. Knowledge of accounting and budgeting principals of the federal and state contracts, grants, contract accounting and non-profit accounting.
2. Skill in applying accounting principles relating to cost behavior/relationships in preparing projected expenditure reports.
3. Ability to apply analytical logic in the analysis of cost and reconciliation of accounting data.
4. Ability to communicate and facilitate/coordinate communication with multiple parties.
5. Skill in project administration and management.

### **Application Procedure**

1. **Review the entire Job Vacancy Announcement** to compare your experience with the requirements of the position and identify required documents, if any.
2. **Review the specialized skills and experience required** for the position as stated in the Skills and Experience sections in the announcement. If you possess the skills and experience required, be sure this experience is described in your resume/application.
3. **Review the Evaluation Methods section** and submit your written narrative statements as related to the KSAs with your application.
4. **Mail Application and KSA:** Oklahoma City Area Inter-Tribal Health Board, Attention: Human Resources, P.O. Box 5826, Edmond, Oklahoma 73013. **ALL APPLICATIONS AND FORMS MUST BE RECEIVED BY 4:30 P.M. ON THE CLOSING DATE.** All applications become the property of the Oklahoma City Area Inter-Tribal Health Board and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted.
5. **Faxed Application and KSA:** Faxed application/resume and KSA should be sent to 405-951-3902. Attention: Human Resources. Applicants are responsible for ensuring that application materials transmit successfully by the closing date. Vacancy Announcement Position Title must appear on the front page.
6. **Email Application and KSA:** Application and KSA should be sent as email attachment in Microsoft Word format or Adobe PDF to: [Diddy.Nelson@ihs.gov](mailto:Diddy.Nelson@ihs.gov). The Vacancy Announcement Position Title must be included in the subject line of the email. Required forms may be sent as email PDF attachments, faxed, or mailed as a hard copy. Application materials provided by different means must be cross-referenced as they may be easily combined. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.
7. **Additional Information Required with Application:** Accompanying documents must contain all of the information listed below in sufficient detail to make a determination that the applicant has the required qualifications for the position. Applicants for some positions must meet certification, licensure, or registration requirements, if required by law, in addition to meeting work experience and/or educational requirements.

Specifically, the information provided under high school, colleges and universities, work experience, and job-related training will be used to evaluate your qualifications for this position, in addition to your KSAs narratives.

- a. Position Title of the job for which you are applying.
- b. Full name, mailing address (with zip code), and day and evening telephone numbers (include area code).
- c. Social Security Number.
- d. Country of Citizenship.
- e. High School – Name, City, State, (Zip Code, if known), and date of diploma or GED.
- f. College and Universities Credit/Degrees – Name, City, State, (Zip Code, if known), Majors, Type and Year of any degrees received (if no degree show total semester or quarter hours earned).
- g. Work Experience (paid and non-paid) – Job title, duties, accomplishments, employer's name and address, Supervisor's name and phone number, starting and ending dates, hours per week and salary.
- h. Indicate if we may contact your current employer and supervisor.
- i. Job-related training courses, skills, honors, awards, special accomplishments.
- j. Verification of Indian Preference applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defines by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). An equivalent form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. All applicants must submit documentation satisfying one of the above requirements, by closing date of the announcement.
- k. If the applicant is a Veteran, a copy of all DD-214 forms, one for each period of service is required.
- l. A copy of college transcript(s) or other education attainment, listing college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualifications Standards, copies of training certificates (non-college) must be submitted for appropriate credit.

**This position is in a Smoke-Free Environment**

**NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN STATUS, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE.** Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or determination of suitability for employment.